

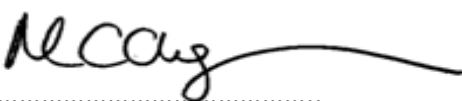



# ST ALBANS GIRLS' SCHOOL

	<b>CHARGING / REMISSIONS POLICY (Statutory)</b>		
	<b>GB sub-committee: Finance, Premises and Operations</b>		
	<b>Co-ordinator: Mr P O'Neill</b>		
	<b>Last Reviewed: Summer 2020</b>	<b>Next Review: Summer 2021</b>	

  
 Signed by.....  
 Margaret Chapman (Head Teacher)

  
 Signed by.....  
 Claire Barnard (Chair of Governors)

	COVID – 19 Update to Appendix 2																							
<b>1.</b>	<p>On 18 March 2020, the Secretary of State announced that the summer 2020 exam series would be cancelled in order to help fight the spread of the Coronavirus (COVID-19). On 23 March 2020, the Secretary of State explained that students would be awarded a centre assessed grade based on a range of evidence and data as well as the holistic professional judgement of teachers. Under these exceptional circumstances, the normal arrangements for reviews of marking and appeals will not apply. Ofqual are considering what arrangements might be put in place to allow an affective appeal in summer 2020.</p>																							
<b>2.</b>	<b>RATIONALE</b>																							
	<p>We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.</p>																							
<b>3.</b>	<b>AIMS</b>																							
	<p>This charging/remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.</p>																							
<b>4.</b>	<b>PROCEDURES</b>																							
	<b>3.1</b>	<b>Classroom materials</b>																						
		<p>From September we are introducing A4 book covers at Key Stage 3, which will be compulsory for Year 7 at a cost of £12 for 10. The colour in the table indicates the colour for each subject. This will help students' organisation, not to mention improved presentation.            Please make payment via Gateway – details to follow.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Subject</th> <th>Book Cover</th> </tr> </thead> <tbody> <tr><td>English</td><td style="background-color: red;"></td></tr> <tr><td>Maths</td><td style="background-color: yellow;"></td></tr> <tr><td>Science Book 1</td><td style="background-color: white;"></td></tr> <tr><td>Science Book 2</td><td style="background-color: green;"></td></tr> <tr><td>French</td><td style="background-color: cyan;"></td></tr> <tr><td>Spanish</td><td style="background-color: darkred;"></td></tr> <tr><td>History</td><td style="background-color: darkblue;"></td></tr> <tr><td>Geography</td><td style="background-color: grey;"></td></tr> <tr><td>REP</td><td style="background-color: blue;"></td></tr> <tr><td>Art</td><td style="background-color: lightblue;"></td></tr> </tbody> </table>	Subject	Book Cover	English		Maths		Science Book 1		Science Book 2		French		Spanish		History		Geography		REP		Art	
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### Essential

Parents are expected to provide the following for their daughters:-

- School uniform (see uniform list)
- PE kit (see uniform list)
- Rubbers, pencils, pens, rulers, glue stick, coloured pencils, whiteboard pen
- Protractor
- Pair of compasses
- Scientific calculator (**not** programmable)
- Apron for home economics

**The following is considered to be essential equipment for the students at St Albans Girls' School, please ensure it is all named:**

- A strong back-supporting bag to carry equipment/home learning
- Pen – blue or black ink
- Purple ballpoint pen
- Pencils – HB,H,3H and 2B
- Coloured pencils
- Ruler – 30 cms
- Soft eraser
- Pencil sharpener
- Pencil case
- Glue stick
- Whiteboard pen
- Geometry set
- Black fine liner

**It is recommended that students also have the following items:**

- In-ear or ear bud headphones

### **DO NOT USE**

- Felt pens/gel pens
- Correcting Fluid

### **Special recommendations for English, Geography, Languages, Mathematics and Computing**

For **English**, the Collins Pocket English Dictionary is recommended. It is available at most good bookshops. Students are required to have a reading book with them at all times (please see recommended reading list). It is also suggested that students purchase a notebook that accompanies their reading book, and acts as their own personal glossary for new terminology.

For **Geography**, coloured pencils, not felt-tipped pens, are to be used.

For **Mathematics**, every student must have a scientific calculator (preferred Casio fx-85GTX or better) with a fractions button. They will also require a protractor and a pair of compasses which should be in their geometry set.

For **Computing**, every student must have a set of headphones with microphone for PC.

For **Languages** French and Spanish dictionaries

For **Art** every student must have a 2B pencil, a ruler, rubber, a set of colouring pencils, a pair of scissors and a sharpener.

	<p><u>Recommended</u></p> <p>It is recommended that, if possible, parents buy the following:</p> <ul style="list-style-type: none"> <li>• Supplementary texts e.g. revision guides, syllabi, past papers etc. may be recommended by individual departments</li> <li>• Better quality art materials (especially in years 12/13)</li> <li>• Textiles equipment (e.g. sewing kit)</li> <li>• Paints or paint box for homework</li> <li>• A USB drive or other digital file storage device</li> <li>• Safety goggles are available in school but parents may wish to buy their own</li> <li>• Parents may find it useful for students to have access to the Heinemann English Dictionary, New Edition, at home</li> </ul> <p><u>The product of Art, Design and Technology lessons</u></p> <p>In Art Design &amp; Technology (resistant materials and electronics) students will be charged a nominal sum at the start of each academic year in Key Stage 3 to cover the cost of materials used in resistant materials projects at £30.00 per year, see Appendix 1. The products will then be taken home. In textiles and food students will be asked to provide materials, and a letter giving details, or a recipe, will be sent home when appropriate.</p>
<b>3.2</b>	<b>Text books, equipment and locker keys</b>
	<p>The school will provide the necessary text books e-books and equipment which will be required by students whilst at the school. Parents are expected to provide a suitable bag.</p> <p>A charge will be made for breakages, damaged and lost textbooks etc. Overdue library books will incur a fine.</p> <p>A locker is available for all students for their school career at a charge. See Appendix 1.</p>
<b>3.3.1</b>	<b>Public examinations prescribed by the school</b>
	<p>Charges will not be made for public examinations prescribed by the school. Retakes must be paid by the students/parents.</p> <p>Students choosing to withdraw from examinations after the closing date for entries, or not attending the examination will be charged the full examination fee.</p> <p>Post results services (e.g. script return, remarks) requested by students/parents must be paid for in advance by students/parents. The amount will include an administration charge of £20.00. Examining Boards often refund fees if remarks are successful; in these cases STAGS will pass the refund onto students/parents.</p>
<b>3.3.2</b>	<b>Public examinations not prescribed by the school</b>
	<p><u>St Albans Girls' School students</u></p> <p>University entrance examinations and additional/external tuition fees will be paid for by the individual candidates or their parents.</p> <p>For other public examinations not prescribed by the school, there may be a charge for invigilation and often associated costs.</p> <p>If there are no other examinations taking place at the same time the cost of the additional invigilation required will be charged at the rates shown in Appendix 2. Normally only written examinations can be accommodated (i.e. not orals or coursework).</p>

	<p><u>External candidates</u> The full entry cost, including a charge for invigilation and administration, is charged. Please see Appendix 2.</p>
<b>3.3.3</b>	<p>6<sup>th</sup> Form fund</p>
	<p>£10 per head for small projects to include replacement equipment</p>
<b>3.4</b>	<p><b>Extra-curricular activities</b></p>
	<p>From time to time there will be activities arranged outside school hours which may incur charges to parents who wish their daughter/son to participate.</p>
<b>3.5</b>	<p><b>Music lessons</b></p>
	<p>Charges for individual and group instrumental music tuition will be made one term in advance of tuition.</p> <p>Invoices are raised by The Finance Office and must be paid for by the due date on the invoice. Non-payment may result in the student being removed from the list and no lessons will be given.</p> <p>The termly charges will be agreed each year by the governors' finance committee as part of the budget setting process.</p> <p>A full half term's notice is required, to be received in writing, should a student wish to alter or cease tuition. Lessons during the notice period must be paid for regardless of whether the student intends to attend lessons during that notice period.</p>
<b>3.6</b>	<p><b>School visits</b></p>
	<p><u>School visits which are part of a course</u> When an activity incurs a cost, voluntary contributions are sought from parents. If the activity takes place within school hours no student may be excluded because her/his parents have not contributed. However, unless all parents contribute the activity may not take place for any of the students. Letters to parents seeking voluntary contributions will use an agreed format which makes clear that assistance is available for those who need it and that the visit is dependent upon receipt of sufficient contributions.</p> <p><u>School visits where students are representing the school in sporting, music and other cultural activities</u></p> <p>The costs of these activities will be met by the school if at all possible at the Head Teacher's discretion.</p> <p><u>Enrichment activities outside normal school hours</u> The full rate will be charged for these activities and must include entrance charges (ticket costs), transport and staffing costs (fees, subsistence, travel).</p> <p>If a student is withdrawn from a trip then a refund will not normally be given.</p> <p>Any monies outstanding from a previous non-payment may mean that the student is excluded from future activities.</p>

<b>3.7</b>	<b>Residential visits</b>
	<p><u>Visits which are part of a school course</u> The school can charge for the full costs of board and lodgings and request a voluntary contribution towards the other costs. In practice, given the difficulties involved in identifying these separately, the school will ask parents for a voluntary contribution equal to the full cost of the residential trip. The visit is dependent upon receipt of sufficient contributions.</p> <p><u>Enrichment activities</u> e.g. foreign exchange visits, cultural visits, etc. The full rate will be charged for all these activities and will include travel and staffing costs.</p>
<b>3.8</b>	<b>Work experience</b>
	Parents will be expected to pay for the cost of health and safety checks for work experience placements which take place during the school day.
<b>3.9</b>	<b>PE leisure activities in year 11</b>
	These students are offered leisure activities for one hour per week over a set period of time. These are provided by external qualified instructors and often off site (e.g. self-defense and yoga). A fee is charged for participation in these activities and this will be notified to parents as the activities are offered.
<b>3.10</b>	<b>Payment Method</b>
	Parents are encouraged to use School Gateway to pay for all school charges to reduce cash handling and administrative costs but trips will include a small administrative charge to cover payment charges, photocopying costs etc. See Appendix 1.
<b>3.11</b>	<b>Refunds</b>
	Where an activity makes an unexpected surplus the school will consider making a refund. See Appendix 1. Surpluses amounting to less than this will be used to support students in the future who have difficulty paying for school trips or other school activities. When an overcharge on a music fee or hirings invoice has been made, a refund can be offered by raising a credit note, a form must be completed.
<b>3.12</b>	<b>Families qualifying for remission or help with charges related to school trips, cost of uniform and equipment</b>
	<p>In order to remove financial barriers from disadvantaged students, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents of students for whom the school receives Pupil Premium Grant (PPG) funding or 16-19 Bursary funding.</p> <p>In addition students may be given financial assistance with uniform and equipment through the hardship fund which is designed to help and support students where there is a demonstrable financial need.</p> <p>The level of support which the school can offer is dependent on the total funding available and the number of applications received. The final decision will be made by the Head Teacher.</p> <p>Applications for financial assistance from the hardship fund will normally be made by a member of staff on behalf of a student by completing the application form (see Appendix 3) and providing as much supporting information as possible.</p>

	<p><b>3.13</b></p>	<p><b>16-19 Bursary Fund</b></p> <p>The St. Albans Girls' School 16-19 Bursary Fund is designed to help and support any student over the age of 16 who faces financial barriers to participation in education, such as costs of transport, food or equipment.</p> <p>The scheme is divided into two parts:</p> <p><b>High Priority Bursary Fund</b></p> <p>A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups, which includes:</p> <ul style="list-style-type: none"> <li>• young people in care, including unaccompanied asylum-seeking children</li> <li>• young care leavers</li> <li>• young people getting Income Support or the equivalent Universal Credit (UC) in their own right</li> <li>• young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right</li> </ul> <p>The young person does not have to live independently of their parents; they can claim ESA or UC in their own right, although their parents will not be able to claim Child Benefit for them if the young person's claim succeeds.</p> <p>STAGS will work with the vulnerable students to determine the most beneficial way of distributing these payments.</p> <p>Students who wish to claim this support should initially speak with the Head of 6<sup>th</sup> Form and then complete Appendix 4.</p> <p><b>Discretionary Bursary Fund</b></p> <p>This bursary is available to St. Albans Girls' School students where there is a demonstrable financial need. There are two levels of funding available, depending on the level of need. See Appendix 4 for details.</p> <p>Additional categories of students may be awarded a Discretionary Bursary in some circumstances at the discretion of the Head Teacher.</p> <p>The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications it receives. The level of funding may vary during the academic year.</p> <p><b>Payment Conditions</b></p> <ul style="list-style-type: none"> <li>• All bursary payments will be directly linked to attendance, behaviour and performance.</li> <li>• All bursary payments will be paid directly into a student's bank account, dates to be advised.</li> </ul> <p>Students who wish to claim this support should initially speak with the Head of 6<sup>th</sup> Form and then complete Appendix 4.</p>
	<p><b>3.14</b></p>	<p><b>Additional considerations</b></p> <p>The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will adhere to the following guidelines:</p>

		<ul style="list-style-type: none"> <li>• where possible the school will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead</li> <li>• the school operates a system for parents to pay in instalments</li> <li>• the school acknowledges that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes and we will avoid that method of selection. Therefore where trips are oversubscribed names will be selected randomly.</li> </ul>
<b>5.</b>	<b>MONITORING AND EVALUATION</b>	
	<p>The school's charging policy will be reviewed annually by the Governors' Finance committee.</p> <p>This committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those students most in need of additional support.</p>	

**ACADEMIC YEAR'S 2020 - 2021**

**Charges**

**Art, Design and Technology**

School Year 2019-20 - £20.00 per year

School Year 2020-21 - £30.00 per year

School Year 2021-22 - £30.00 per year

**Locker Fees**

School Year 2020-21 - £15.00 per year

School Year 2021-22 - £20.00 per year

**6<sup>th</sup> Form fund**

School Year 2019-20 - £10.00 per year

School Year 2020-21 - £10.00 per year

School Year 2021-22 - £20.00 per year

**Administrative charges for trips and visits**

A maximum of £3.00 per day trip and £10.00 per overnight trips.

**Remissions and Bursaries**

**High Priority Bursary**

£1,200 per annum, paid monthly

**Discretionary Bursary**

There are two bands depending on the level of need as laid out in Appendix 4. Amounts paid per week vary from year to year and depend on the level of funding received and number of applicants. This is payable for 41 weeks of the year.

**Refunds for Trips/Activities**

If the surplus exceeds £5 per student for day visits of £10 per student for residential visits then refunds will be made.



## PRIVATE CANDIDATE CHARGES 2019-2020

## GCE A Level

Subject	Awarding Body	Subject Award	Examined Units	QAN	Unit Fee	No of Units	Total Cost
Business Studies	Edexcel	9BS0	9BS0/01, 9BS0/02, 9BS0/03	60146734	£70.00	3	£210.00
Classical Civilisation	OCR	H408	01, 02,03	60307262	£70.00	3	£210.00
Economics	Edexcel	9ECO	9ECO/01, 9ECO/02, 9ECO/03	60141050	£70.00	3	£210.00
Further Maths	Edexcel	9FM0	01, 02, 03	60314990	£70.00	3	£210.00
Mathematics	Edexcel	9MA0	9MA0/01,9MA0/02, 9MA0/03	6031333X	£70.00	3	£210.00
Politics	Edexcel	9PLO	9PLO/01, 9PLO/02, 9PLO/03	60312233	£70.00	3	£210.00
Psychology	AQA	7181	7182/01, 7182/02, 7182/03	6014838X	£70.00	3	£210.00
Religious Studies	OCR	H573A	H573/01, H573/02, H573/03	60188686	£70.00	3	£210.00
Sociology	AQA	7192	7192/01, 7192/02, 7192/03	60139948	£70.00	3	£210.00

## GCSE

Subject	Awarding Body	Subject Award	Examined Units	QAN	Unit Fee	No. of Units	Total Cost
Business	Edexcel	1BS0	01,02	60301211	£60.00	2	£120.00
English Literature	AQA	8702	8702/01, 8702/02	6014476	£60.00	2	£120.00
History	Edexcel	1HI0	Paper1, Paper 2, Paper 3	601/8092/4	£60.00	3	£180.00
Mathematics	Edexcel	1MA1F	<b>Foundation:</b> Paper 1, Paper 2, Paper 3	60147003	£60.00	3	£180.00
Mathematics	Edexcel	1MA1H	<b>Higher:</b> Paper 1, Paper 2, Paper 3	60147003	£60.00	3	£180.00
Religious Studies	Eduqas	C120P3	Paper 1, Paper2, Paper 3	60188790	£60.00	3	£180.00
Sociology	AQA	8192	01, 02	50044369	£60.00	2	£120.00
Science - Biology	AQA	8461	<b>Higher or Foundation:</b> Paper 1, Paper 2	60187529	£60.00	2	£120.00
Science Chemistry	AQA	8462	<b>Higher or Foundation:</b> Paper 1, Paper 2	60187578	£60.00	2	£120.00
Science Physics	AQA	8463	<b>Higher or Foundation:</b> Paper 1, Paper 2	60187517	£60.00	2	£120.00
Combined Science Triology	AQA	8464	<b>Higher or Foundation:</b> Paper 1, 2, 3, 4, 5 and 6	6018758X	£60.00	6	£360.00

## COVID – 19- Not Applicable Summer 2020

### Post Result JUNE 2020

**Please Note: A non-refundable £20.00 administration fee will be added to all fees.**

Service	EAR Service	Pearson Cost/unit	OCR Cost/unit	AQA Cost/unit	WJEC Cost/unit
1	<b>EAR SERVICE 1: CLERICAL RE-CHECK</b>	£11.30	£17.45	£16.10	£11.00
	GCE	£11.30	£17.45	£8.05	-
	GCSE				
1A	<b>EAR SERVICE 1 WITH SCRIPT</b>	£23.80	£29.60	£30.45	£22.00
	GCE	£23.80	£29.60	£22.40	-
	GCSE				
2	<b>EAR SERVICE 2: REVIEW OF MARKING</b>				
	GCE	£46.90	£48.50	£43.45	£43.00
	GCSE	£40.40	£48.50	£37.55	£37.50
2A	<b>EAR SERVICE 2 WITH SCRIPT</b>				
	GCE	£52.80	£60.65	£57.80	£54.00
	GCSE	£47.00	£60.65	£51.90	£48.50
3	<b>PRIORITY EAR SERVICE 2P</b>				
	GCE	£55.90	£59.80	£51.75	£49.50
	GCSE	£46.40	-	-	-
3A	<b>PRIORITY EAR SERVICE 2P WITH SCRIPT</b>				
	GCE	£68.40	£71.95	£66.10	£60.50
	GCSE	£58.90	-	-	-
4	<b>PRIORITY ACCESS TO SCRIPTS</b>				
	GCE	Free*	£12.15	£14.35	£11.00
	GCSE: for AQA English only and OCR	Free*	£12.15	£14.35	£11.00
5	<b>NON-PRIORITY ACCESS TO SCRIPTS – COPY OF SCRIPTS (WITHOUT REVIEW OR CLERICAL CHECK)</b>				
	GCE	Free*	£11.75	£11.30	£11.00
	GCSE	Free*	£11.75	£11.30	£11.00
	Post ROR photocopy of script	£12.50			

\* For electronically marked scripts

\*

#### Exam Board Policy on the refunding of fees following re-marking

	Pearson	OCR	AQA	WJEC
<b>Unit/Component mark stays the same</b>	Fee charged	Fee charged	Fee charged	Fee charged
<b>Unit Grade change (<i>only applies to Legacy</i>)</b>	Fee refunded	Fee refunded	Fee refunded	Fee refunded
<b>Grade stays the same, after component mark changes</b>	Fee charged	Fee charged	Fee charged	Fee charged
<b>Grade change</b>	Fee refunded	Fee refunded	Fee refunded	Fee refunded



# St Albans Girls' School

## Hardship Application Form

Name of Student: \_\_\_\_\_

Form: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Is the student in receipt of free school meals or Ever 6?

YES / NO

Payment Plan offered and agreed?

YES / NO

Please detail the items assistance required below

Item requiring remission/assistance (Trip / Activity)	Reason	Amount of Remission/Assistance required

Name of member of staff completing form \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ (C Markou, AAHT Pupil Premium)

Date \_\_\_\_\_

**16-19 BURSARY FUND  
GUIDANCE NOTES AND APPLICATION FORM**

OFFICE USE ONLY	
Date Received	
Evidence Provided	
Bursary Decision	

PERSONAL DETAILS	
Name:	Tutor Group:
Date of Birth:	Age as at 31 August:
Address:	
Tel:	Mobile:
Email:	
FINANCIAL ASSISTANCE APPLIED FOR	
<p>I am applying for: (Please tick required option and complete the appropriate section below)</p> <p><input type="checkbox"/> High Priority Bursary - Refer to Section 1</p> <p><input type="checkbox"/> Discretionary Bursary (Band 1) - Refer to Section 2</p> <p><input type="checkbox"/> Discretionary Bursary (Band 2) - Refer to Section 2</p>	

**PLEASE RETURN THE COMPLETED APPLICATION TO  
Miss C Rose, Mrs Pipes or the Finance Office**

**NB Please provide as much supporting documentation as possible. A decision can be reached more quickly when full information is made available.**

**SECTION 1**  
**APPLICATION FOR HIGH PRIORITY BURSARY (BAND 1) – Please tick as appropriate**

<input type="checkbox"/> I am currently in Local Authority Care <input type="checkbox"/> I am currently living independently having left Local Authority Care <input type="checkbox"/> I am currently in receipt of Income Support <input type="checkbox"/> I am in receipt of <b>both</b> Employment and Support Allowance <b>and</b> Disability Living Allowance	<b>Please provide written evidence of circumstances to support your application</b>
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**SECTION 2**  
**APPLICATION FOR DISCRETIONARY BURSARY (Bands 1 & 2)**  
**Please tick as appropriate**

I was in receipt of Free School Meals during Year 11\*

My family is in receipt of one or any of the following\*:

<input type="checkbox"/> Income Support	<input type="checkbox"/> Pension	<input type="checkbox"/> Guarantee Credit
<input type="checkbox"/> Child Tax Credit	<input type="checkbox"/> Employment and Support Allowance	<input type="checkbox"/> Support under Part IV of the Immigration and Asylum Act 1999
<input type="checkbox"/> Working Tax Credit		
<input type="checkbox"/> Job Seekers Allowance (JSA)		

***\*Please provide evidence of benefits ticked (eg full – not partial - copy of Tax Credit Award)***

Total Annual household income in the previous tax year (including benefits)

Below £16,000                       £16,000 to £24,000

Please provide proof of income (i.e. Tax Credits Award, most recent P60)

Please indicate number of Dependent Children in the family unit who are living in the same household:	
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**SECTION 3**  
**APPLICATION FOR EDUCATIONAL SUPPORT GRANT**

Please provide details of reason for application and evidence of income to support the claim (Tax Credit awards, P60, etc.) indicating amount required and purpose it will be used for:

Please indicate number of Dependent Children in the family unit who are living in the same household:

**DECLARATION**

I/We declare that the information given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/We will inform St Albans Girls' School immediately of any change of circumstances, at any time, which may affect my entitlement to support (for example if I leave school or parents' income changes.)

I/We understand that this information will not be shared with third party organisations, except for audit purposes.

I/We understand that poor attendance (unauthorised absence), non-compliance with the Sixth Form Agreement, may result in the loss of financial support.

I/We understand that awards made are subject to the school being in receipt of sufficient funds from the Education Funding Agency.

Student Signature: .....

Date: .....

Parent/Guardian/  
Responsible Adult Signature: .....

Please Print Name: .....

Date: .....

**STUDENT'S BANK ACCOUNT**  
**(Payments will be made directly to the student by BACS transfer)**

Name of Bank:

Branch:

Account Title  
(ie Name on Bank Card/Cheque Book):

Sort Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account No:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Please remember to inform Mr Markou if bank account details change through the course of the school year.**



# St Albans Girls' School

## 16-19 Bursary Fund

The St. Albans Girls' School 16-19 Bursary Fund is a scheme designed to help students facing financial hardship to continue in full time education after Year 11.

To qualify students must be aged over 16 and under 19 on the 31<sup>st</sup> August at the start of the academic year in which they start a programme of academic study. They must also be on a full time programme of study.

Payment where applicable will be made by BACS into a student's bank account each month. If a student does not have a bank account they will need to open one in order to receive their bursary payment. Payments are dependent on student attendance, conduct and application to their studies.

The scheme comprises of 2 parts:

### **HIGH PRIORITY BURSARY**

This bursary is up to £1,200 a year and is paid monthly to those most in need of financial support. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support or Universal credit (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of both Disability Living Allowance and Employment Support Allowance

### **DISCRETIONARY BURSARY**

This bursary is available for students in need of financial support with specific costs to enable them to stay in education and complete their courses e.g. transport, equipment, fieldwork costs, protective clothing.

The bursary is split into two bands dependent on household income. Eligibility is verified by Tax credit awards or a P60:

#### **BAND 1**

##### **Annual Household income of £16,000 or less.**

##### **Students will receive:**

- A daily allowance towards their lunch
- Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Payment for essential educational visits during the academic year
- Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)



- Students will also receive a weekly payment subject to attendance, conduct and attitude to learning.

## **BAND 2**

### **Annual Household income of £16,000-£24,000**

#### **Students will receive:**

- Partial Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Partial Payment for essential educational visits during the academic year
- Partial Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
- Students will also receive a weekly payment subject to attendance, conduct and attitude to learning.

Students receiving any of the above bursaries will also be able to claim for additional assistance if they are taking part in certain courses with high expenditure such as Art, Food Technology, and Geography.

#### **Additional Help**

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Head of Sixth Form for more details.

To apply, please complete the attached application form, and return to Mrs Pipes by 30<sup>th</sup> September.

Applications submitted after this date will be considered in light of available funds.



## ST ALBANS GIRLS' SCHOOL

### Equality Impact Analysis

When reviewing all schools policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

<b>Title of Policy:</b>	Charging and Remissions
<b>Date:</b>	Summer 2020
<b>EIA carried out by:</b>	Mr P O'Neill
<b>EIA reviewed by:</b>	Finance Premises and Operations

#### 1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented

<ul style="list-style-type: none"> <li><b>New policy contains information about:</b> Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this?</li> </ul>	<p>This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities. This policy has been reviewed and no changes have been made to the previous policy.</p>
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#### 2. Assessment of Impact? *To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed*

Characteristic	Group	Effect/Impact
• Age	No issue	Equal access for all
• Disability	No issue	Equal access for all
• Gender reassignment	No issue	Equal access for all
• Marriage/civil partnership	No issue	Equal access for all
• Pregnancy/Maternity	No issue	Equal access for all
• Race	No issue	Equal access for all
• Religion or Belief	No issue	Equal access for all
• Sex	No issue	Equal access for all
• Sexual orientation	No issue	Equal access for all

#### 3. Consultation

<ul style="list-style-type: none"> <li><b>New policy contains information about:</b> Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate</li> </ul>	<p>Revised policy recognises the altered legal status of the school now that it is an academy.</p>
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<b>4. Decision</b>	
<ul style="list-style-type: none"> <li>• Should the new proposal/policy be agreed and any impacts identified following consultations?</li> <li>• What reasonable adjustments are required?</li> </ul>	No issues or adjustments required.

<b>5. Action Planning</b>	
<ul style="list-style-type: none"> <li>• Any actions identified to address inequality for different groups?</li> <li>• Any actions identified to promote equality and diversity?</li> <li>• Where are these actions recorded and who is responsible for them?</li> </ul>	None.

<b>6. Monitoring and Review</b>	
<ul style="list-style-type: none"> <li>• When will the impact assessment be reviewed?</li> <li>• Who is responsible?</li> </ul>	<p>Summer 2021</p> <p>Mr P O'Neill</p>

<b>7. Publication of the results of the impact assessment</b>	
<ul style="list-style-type: none"> <li>• Results of EIA are published – where and when?</li> <li>• The results are kept as a public record of the EIA – where and when?</li> </ul>	With policy